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**EXECUTIVE DECISION RECORD**

<b>A1 Service Area</b>	Financial Services
<b>A2 Title</b>	Extension of Insurance Contracts for a 12 month period
<b>A3 Decision Taken By</b>	Leader
<b>A4 Chief Officer</b>	Please print name: Sal Khan  Please sign 
<b>A5 Leader / Deputy Leader</b>	Please print name: Councillor R. G. W. Grosvenor  Please sign name 
<b>A6 Date of Decision</b>	[ 12 July 2018. ]

**Confidentiality**

<b>A7 Is this Decision confidential by containing exempt information as described in Schedule 12A of the Local Government Act 1972?</b>	No
<b>A7.1 If yes, please state relevant paragraph from Schedule 12A LGA 1972.</b>	N/A

**Scrutiny**

<b>A8 Which Scrutiny Committee should this decision be submitted to?</b>	(Please tick as appropriate) ✓
Scrutiny (Audit & Value for Money Council Services) Committee	✓
Scrutiny (Economic Growth, Communities and Health) Committee	<input type="checkbox"/>

<p><b>B1</b> What is the Decision?</p>	<p>To approve the extension of the current Insurance contracts, including brokerage services for a further 12 months.</p>
<p><b>B2</b> What are the reasons for the Decision?</p>	<p>A tender process was undertaken in 2015 as per Lot 1 of the GPS Framework, in association with AON UK Limited the appointed Insurance Broker of the GPS Framework.</p> <p>As a result of the evaluation exercise that took place the contract was awarded to Risk Management Partners (RMP) as their full package proposal was the most competitive of all submissions from a combined cover and pricing perspective.</p> <p>The separate Terrorism cover which was not provided by this package was awarded to Catlin via Lloyds, who also scored highest in the evaluation.</p> <p>The contracts were for the provision to be provided on a Long Term Agreement (LTA) basis for 3 years with an option to extend for a further year, effective from 29<sup>th</sup> September 2015.</p> <p>The previous tender exercise demonstrated that these service providers offered significantly better value for money than the other bidders. The provision of services during the initial contract period has been very satisfactory throughout and the cost of premiums have remained consistent throughout as per the LTA.</p> <p>As we are now approaching the end of the initial 3 year period it is proposed that we take out the option to extend the contract for a further 12 months as per the original agreement.</p>
<p><b>B3</b> What are the contributions to Corporate Priorities?</p>	<p>The provision of insurance cover is a key element of effective risk management within the organisation and underpins to all corporate priorities</p>

<b>B4</b> What are the Human Rights considerations?	There are no Human Rights issues arising from this decision.
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### Financial Implications

<b>B5</b> What are the financial implications?	<p>There are no financial issues arising from this decision, as the cost of the Insurance Premiums are already included in the Medium Term Financial Strategy as per the original contract.</p> <p>The Budgeted position for 2018/19 is £277,000.</p>
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Revenue	2018/19	2019/20	2020/21

Capital	2018/19	2019/20	2020/21

The finance section has been approved by the following member of the Financial Management Unit:	Please print name: LISA TURNER Please sign name: <div style="background-color: pink; width: 200px; height: 30px; display: inline-block;"></div>
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### Policy Framework

<b>B6</b> Is the Decision wholly in accordance with the Council's policy framework?	Yes
<b>B6.1</b> If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
<b>B6.2</b> Has it got the appropriate approvals under those provisions?	NA
<b>B7</b> Is the Decision wholly in accordance with the Council's budget?	Yes
<b>B7.1</b> If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
<b>B7.2</b> Has it got the appropriate approvals under those provisions?	NA


### Equalities Implications

<b>B8</b> What are the Equalities implications:
<b>B8.1</b> Positive (Opportunities/Benefits): N/A
<b>B8.2</b> Negative (Threats): N/A
<b>B8.3</b> The subject of this decision is not a policy, strategy, function or service that is new or being revised. An equality impact assessment is not required.
<b>B8.4</b> The equality impact assessment identified the following actions to be carried out: N/A

### Risk Assessment

<b>B9</b> What are the Risk Assessment implications:
<b>B9.1</b> Positive (Opportunities/Benefits): Effective insurance cover mitigates the financial liability of claims against the Council.
<b>B9.2</b> Negative (Threats):
<b>B9.3</b> The risks do not need to be entered in the Risk Register. Any financial implications to mitigate against these risks are considered above.

### Legal Considerations

<b>B10</b> What are the Legal Considerations:	
<b>B10.1</b> There are no significant legal issues arising from this decision.	
This section has been approved by the following member of the Legal Team:	Please print name: <b>ANGELA WAKEFIELD</b> Please sign name: 

### Sustainability Implications

<b>B11</b> What are the Sustainability implications:
<b>B11.1</b> The proposal would not result in an overall positive effect in terms of sustainability (including climate change and change adaptation measures).
<b>B11.2</b> Positive (Opportunities/Benefits): N/A
<b>B11.3</b> Negative (Threats): N/A

### Health & Safety Implications

<b>B12</b> What are the Health & Safety implications:
<b>B12.1</b> A Risk Assessment has not been carried out and entered into Harriet for all significant hazards and risks because there are no significant hazards or risks arising from this decision.
<b>B12.2</b> N/A
<b>B12.3</b> N/A
<b>B12.3.1</b> Positive (Benefits) N/A
<b>B12.3.2</b> Negative (Threats) N/A

## Key Decision

<b>B13</b> Is this a Key Decision?	Yes
<b>Note: A Key Executive Decision is one where:</b>	
<ol style="list-style-type: none"> <li>1. <b>REVENUE</b> – Any contract or proposal with an annual payment or saving of more than £100,000</li> <li>2. <b>CAPITAL</b> – Any capital project with a value in excess of £150,000</li> <li>3. <b>A decision which significantly affects communities living or working in an area comprising two or more wards.</b></li> </ol>	
<b>B13.1</b> If this is a Key Decision, is this an urgent decision such that a delay caused by use of the Call-in Procedure would <u>seriously</u> prejudice the public interest?	No
<b>B13.2</b> If yes, has the Mayor or in his/her absence the Deputy Mayor or in his/her absence the Chair of the relevant Scrutiny Committee agreed that the decision will be exempt from Call-in?	NA

**NOTE: If this decision is subject to the Call-in Procedure it will come into force, and may then be implemented, on the expiry of 3 working days after publication – unless 10 Members of the Council call in the decision.**

Please send the original signed document to [andrea.davies@eaststaffsbc.gov.uk](mailto:andrea.davies@eaststaffsbc.gov.uk)